

CORPORATE ADDRESSING POLICY

including Local Land & Property Gazetteer (LLPG)

Document Control

Organisation	Hambleton District Council
Title	SNN & LLPG Corporate Policy
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Filename	SNN & LLPG Policy 2013
Subject	Street Naming & Numbering and Local Land & Property Gazetteer
Review date	June 2020

Revision History

Revision Date	Reviser	Previous Version	Description of Revision
Original	Pam Channer	n/a	Full
September 2015	Clare Little	1	Updated and Amended
October 2017	Clare Little	2	Updated and Amended
August 2018	Clare Little	3	Updated and Amended
June 2020	Clare Little	4	Updated and Amended

Document Approvals

This document requires the following approvals:

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In developing this Policy, the Council uses information and guidelines from various sources including:

- Public Health Act 1925 Sec 17-19 (naming)
- Local Govt Act 2003 Sec 93 (charging)
- National Land & Property Gazetteer (NLPG)
- National Street Gazetteer (NSG)
- Ordnance Survey
- Town Improvement Clauses Act 1847 Sec 64 -65 (numbering)
- LLPG and SN&N Data Entry Conventions and Best Practice for the NLPG
- The Public Sector Mapping Agreement (PSMA) 2011
- GeoPlace LLP
- Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (2012 Regulations)

CONTENTS

ITEM	PAGE NO.
1. Purpose	4
2. Benefits	4
3. Legal Context	5
4. Policy & Implementation	7
5. Definitions	8

1. PURPOSE

- 1.1 This Policy is designed to govern and explain Corporate Addressing at HDC and should be read in conjunction with the HDC Corporate Addressing Guide 2020.
- 1.2 A key component of this is a single accurate address resource, the Local Land and Property Gazetteer or LLPG, which all Local Authorities are legally required to maintain as a definitive master list of land and property addresses within the Authority.
- 1.3 The purpose of this document is to set down the Policy to govern the allocation, registration, management and usage of addresses by HDC with respect to all new property developments and conversions, including the allocation of street names, changes to property names and the addition of new names.
- 1.4 There are a number of national and local drivers that make it necessary for the Council to define a Policy for address management. Beyond these imperatives however, the Council is keen to utilise and develop the addressing function as an aid to provision of services to the Hambleton community.
- 1.5 The way addressing is managed at HDC supports our customer focus by providing a completely connected system offering a one-stop-shop whereby residents can advise us their address details just once and that information is then replicated across all services.
- 1.6 Hambleton District Council ('the Council', 'HDC') has a strong customer-led approach to service provision and aims to maximise the customer experience across all its services.
- 1.7 The Council requires that all departments and internal systems must obtain or match their addressing from the LLPG.

2. BENEFITS

- 2.1 A single addressing data set allows inter-departmental data cross-matching to identify properties, improve revenues, map current and future service provision.

Resource Efficiency: creating address information once at source and using it multiple times maximises HDC resource efficiencies and enhances customer service.

Customer Service: Accessing address data created at source links key services such as Electoral Register, Council Tax, Planning, Waste collection and others, ensuring residents' information is always accurate. Accurate addressing supports the growing need for efficient means of locating specific properties, crucial for essential facilities and emergency responders.

Information Sharing: Linking address data together across the Council helps to make the most of council intelligence.

Non-Domestic Rates (NDR): A recent Audit Commission analysis found that 2012-13 English Councils' Business Rate arrears are substantial with uncollected in-year amounts totalling £513m. Maintaining accurate addressing data and ensuring all services link to a single source, the LLPG, presents a significant measurable benefit for HDC through improved collection rates.

Fraud Prevention: mapping fraud data by address allows identification and possible prevention measures.

Electoral Register & Council Tax: cross-matching LLPG with the Electoral Register and Council Tax records allows identification of potential missed or incorrect Council Tax revenues.

Recycling rates: mapping by address allows identification of habitual non-recyclers and the opportunity for remedial action.

Flood Alerts: mapping offers identification of potential flood affected properties and the opportunity for accurate flood alerts and improved flood assessment and management.

2.2 Provision of correct address information is of critical importance to the local community in general and, especially, the emergency services. The creation of the LLPG is also a key building block in the Council's Customer Services Programme, and a prerequisite of a number of process re-engineering projects and efficiency saving programmes.

2.3 By utilising a single address database all Council services are able to accurately record actions against uniquely referenced streets and properties, which are then referenced by back end systems such as:

System	Function	Principal User
Express	Electoral Registrations	Electoral Services
Gladstone	Membership Records	Leisure & Health
Information @ Work <i>(formerly Anite)</i>	Document Management System	Street Naming & Numbering, Environmental Health, Planning, Revenues & Benefits
Firmstep	Client Records Management	Customer Services
ArcGIS Online	Mapping	All Council Services and general public
Northgate	Council Tax	Revenues & Benefits
TLC	Property and land searches	Land Charges
Uniform	Cross-service Information Management System	Planning, Building Control Partnership, Environmental Health, Licensing, GMS & Street Naming and Numbering
Webspax	Refuse Routing Software	Waste & Street Scene

3. LEGAL CONTEXT

3.1 In the UK, District Councils and Unitary Authorities have responsibility for creating all geographical addresses.

3.2 The Local Authority is also charged with Street Naming and Numbering (SNN), issuing official addresses for all residential and business premises within its area.

3.3 Public Health Act 1925

The Public Health Act 1925 (Sec17-19) places a statutory obligation on the Council to supply and maintain correct addressing for every property within its authority. This includes issuing street names, altering street names and enforcing the display of assigned street names. The Act also defines what constitutes a 'new' street, gives guidance on how to continue an existing street and how to define the extent of a street.

3.4 Data Co-operation Agreement

At 1st April 2012 the Data Co-operation Agreement (DCA) was issued by GeoPlace LLP (refer Item 4 below) to all District, County and Unitary councils in England and Wales. A legally binding agreement to support the creation and maintenance of GeoPlace™ Databases, this particularly relates to address and street information for England and Wales (and, through separate agreements, address information for Scotland).

Under the DCA, the Authority is obliged to inform GeoPlace of all address changes within the Authority area.

All address changes must be sent to the NLPG Hub (see Item 3.7) at least monthly, to be incorporated for onward use by adjoining partner authorities such as County, Police, Fire, Parks, Passenger Transport etc.

3.5 Electoral Registration & Administration Act 2013

This Act governs the electoral registration and administration process.

Following Electoral Commission recommendation, a Ministry of Justice directive requires that all Electoral Registers (ERs) must use the Unique Property Reference Number (UPRN) within their record, ensuring an accurate link between the authority's ER and the Local Land and Property Gazetteer (LLPG). This directive also sets formatting standards for electors' names, dates of birth and addresses, based on British Standard 7666 "Spatial data-sets for geographical referencing".

3.6 Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (2012 Regulations)

If the decision is taken by an officer with delegated authority from the executive – The officer must produce a written record of the decision containing the date, the decision taken, reasons, details of any alternatives considered and rejected and whether any elected member has declared a conflict of interest.

Written records and background papers must be made available for inspection by the public as soon as reasonably practicable at the authority offices and on the authority website.

Written records of decisions and reports (considered) that must be available for public inspection must be retained permanently and background papers for four years.

3.7 The Local Street Gazetteer (LSG) & National Street Gazetteer (NSG)

North Yorkshire County Council (NYCC) is responsible for maintaining a list of all streets within the county, the Local Street Gazetteer (LSG) for transfer to the national hub, the National Street Gazetteer (NSG). As part of the Street Naming and Numbering (SNN) process, HDC creates and makes changes to streets within its own district, informing NYCC on a immediately of all changes including the creation of new streets, changes to spelling, closed street records and adjustments to start and end co-ordinates.

3.8 The Local Land & Property Gazetteer (LLPG) and National Land & Property Gazetteer (NLPG)

The Local Land and Property Gazetteer (LLPG) is an address database maintained by local authorities in the UK (excl N. Ireland), and the means by which the Council formally records all land and property addresses within the district. Entries to the LLPG are in accordance with BS 7666.

The Council maintains its own LLPG for transfer to the national hub for inclusion into the National Land & Property Gazetteer (NLPG).

A Unique Property Reference Number (UPRN) (refer 3.8 below) is included in the LLPG record to ensure that premises can be identified precisely.

The LLPG data contained in the HDC address management system (Uniform) is used to ensure that NSG and NLPG are maintained with up to date information.

3.9 Unique Property Reference Number (UPRN)

UPRNs are integers (numbers) that are 11 or 12 digits in length and every property in Great Britain has one. GeoPlace™ (refer Item 4 below) allocate a series of these numbers to HDC for their specific use and because they are distributed centrally in this way, once used, that UPRN can never be repeated, ensuring the consistent accuracy of address data.

The Council is responsible for its own set of UPRNs and Unique Street Reference Numbers (USRNs) for creation of new addresses and streets within the Hambleton LLPG.

Using the UPRN provides an unambiguous way of joining up existing Council address based systems, makes it quicker to bring together information about a particular property and allows us to provide a speedier, more comprehensive service to the customer.

3.10 Street Naming and Numbering (SNN)

By law, the Council must formally approve all proposals for new street names and changes to street names before they are brought into use. The Council also has legal responsibility to ensure properties are numbered, or named where no numbering scheme exists. Legislation includes the power to erect the names of public streets.

3.11 National Address Gazetteer (NAG) and Ordnance Survey AddressBase®

The NLPG feeds into the National Address Gazetteer (NAG), managed by GeoPlace as the data storage and internal set of processes that bring together the existing NLPGs and NSGs with Ordnance Survey, Valuation Office Agency and Royal Mail data.

Ordnance Survey utilise the NAG database in the creation of their AddressBase® range of products, providing one definitive source of accurate spatial address data for the whole of the UK (excl N. Ireland). For these reasons it is essential that the LLPG is as accurate as possible to facilitate correct cross-referencing nationally.

AddressBase® is available to anyone to purchase including commercial organisations such as Banks, other financial institutions and the NHS.

3.12 GeoPlace LLP is a Limited Liability Partnership jointly owned by the Improvement and Development Agency for Local Government (trading as Local Government Improvement and Development) and Ordnance Survey.

The Data Co-operation Agreement (DCA) issued by GeoPlace LLP in April 2012 underpins government recognition of the substantial social and economic benefits that a single definitive national spatial address register and core reference geography would bring over the historic arrangements.

The DCA forms part of the Government framework put in place to enable access by the whole of the public sector to definitive spatial information through the Public Sector Mapping Agreement (PSMA). This agreement also recognises the role of Councils in the creation and source of particular spatial information.

Authority Address and Authority Street Custodians are vital to the success of GeoPlace, the National Address Gazetteer and AddressBase products.

4. POLICY & IMPLEMENTATION

- 4.1** Existing datasets are to be cleansed utilising LLPG information and processes established to maintain currency i.e. through liaison with the Addressing Officer.
- 4.2** All future purchases of Corporate Applications must include a pre-requisite capability to import LLPG data via the current Data Transfer Format (DTF), or to establish a live link. This format becomes re-branded as AddressBase Incremental Change Supply (ABICS) from 1 April 2014.

5. DEFINITIONS

Addressing Officer (AO)	Council officer responsible for Street Naming & Numbering (SNN) and the Local Land and Property Gazetteer (LLPG).
Alias Name	A name attached to a numbered property. The number on the property is the official address and must be used at all times.
Authority Address Custodian (AAC)	Council officer responsible for ensuring that the Local Land and Property Gazetteer (LLPG) adheres to current legislation and best practice. Formerly known as LLPG Custodian.
Authority Street Custodian (ASC)	County Council officer responsible for ensuring that the Local Street Gazetteer (LSG) adheres to current legislation and best practice. Formerly known as LSG Custodian.
Data Co-operation Agreement (DCA)	Legally binding agreement with GeoPlace LLP to support the creation and maintenance of address and street information databases
Data Transfer Format (DTF)	The format in which data must be transferred from the LLPG
GeoPlace™	A public sector limited liability partnership between the Local Government Association and Ordnance Survey. GeoPlace™ maintains the National Address Gazetteer and the National Street Gazetteer for England and Wales, and Scotland, providing definitive sources of publicly-owned spatial address and street data.
Local Land and Property Gazetteer (LLPG)	An address database maintained by individual local authorities in the United Kingdom (excl N. Ireland).
National Land and Property Gazetteer (NLPG)	This is a central repository or “hub” for all LLPGs and coordinates the many LLPGs created by local authorities. It also enforces the compliance of LLPGs with the National Standard for the Representation of Address Information, British Standard 7666 (BS7666).
Public Sector Mapping Agreement (PSMA)	Agreement between central Government and Ordnance Survey to provide local authorities access to high quality mapping services.
Street Naming & Numbering (SNN)	A statutory function carried out by the Council under Sections 17, 18 and 19 of the Public Health Act 1925.
Unique Property Reference Number (UPRN)	A unique 11 or 12 digit number assigned to every unit of land and property recorded by local government. Every property in Great Britain has a UPRN and because they are distributed centrally, once used, that UPRN can never be repeated, ensuring the consistent accuracy of address data.